



City of North Port
PURCHASING

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WORK ASSIGNMENT

Black & Veatch Corporation

CONSULTANT

CONTINUING CONTRACT NO. & TITLE

2020-58-04 - Profession Engineering Services - Continuing Services Contracts for City of North Port Utilities

THIS WORK ASSIGNMENT

Table with 2 columns: Field Name, Value. Fields include WORK ASSIGNMENT # (2023-06), SHORT TITLE (Water Study Cost Benefit Analysis), DATE SUBMITTED (10/21/2022), AMOUNT (LUMP SUM) (\$48,344.00), SCHEDULED COMPLETION (2/1/2023).

CONTRACT AND BUDGET OVERVIEW FOR FISCAL YEAR 2023

Table with 3 columns: Field Name, DEPARTMENT, CITYWIDE. Fields include TOTAL OF PREVIOUS ASSIGNMENTS, THIS WORK ASSIGNMENT, TOTAL WORK ASSIGNMENTS, ACCOUNT NO/PROJECT NO.

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

- 1. All associated supporting documentation and justification for this work assignment is attached hereto.
2. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
3. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.
4. THIS WORK ASSIGNMENT SHALL NOT EXCEED \$200,000 & ANY RESULTING CONSTRUCTION SHALL NOT EXCEED \$2,000,000 PER FLORIDA STATUTE 287.055.

SUBMITTED BY:

Rafael E. Frias III, PE [Digital Signature] 10/25/2022
CONSULTANT DATE

APPROVED BY:

Nancy Gallinaro [Digital Signature]
DEPARTMENT DIRECTOR DATE
Ginny Duyn [Digital Signature]
PURCHASING DATE
Jerome Fletcher [Digital Signature]
ASSISTANT CITY MANAGER DATE

Lisa Herrmann [Digital Signature] BUDGET ADMINISTRATOR DATE
Kimberly Williams [Digital Signature]
FINANCE DIRECTOR DATE
[Signature] DATE
CITY MANAGER DATE

Print Form

Clear All Fields



Utilities Department
Administration Division
Office: 941.240.8000
Fax: 941.240.8022



TO: Purchasing Department

THRU: Nancy Gallinaro, Utilities Director

FROM: Michael Acosta, Utilities Engineering Manager

SUBJECT: Gap analysis & Water Study Cost Benefit Analysis

DATE: October 21, 2022

Black & Veatch is currently providing services to the City of North Port for the Water Master Plan and Water Supply Facilities 10-Year Work Plan Updates. The Water Supply Facilities 10-Year Work Plan Update has been submitted to and accepted by the Southwest Florida Water Management District. The master plan is well underway with an expected completion date in late Fall/early Winter. The process for the master plan and the initial work products produced by Black & Veatch have been outstanding. They have been excellent to work with and we look forward to concluding the Water Master Plan.

As the Water Master Plan has progressed, it has become evident that analyses of the cost benefit of various water supplies and asset management gap assessment are needed to provide a roadmap for the City's future water supply and provide a framework to close the gaps in the City's infrastructure. North Port Utilities proposes to use Black & Veatch for these two additional assignments.

To date, Black & Veatch has provided all the engineering services for this Water Master Plan project. The work they are doing on this project has been outstanding. NPU proposes to continue to use Black & Veatch these two additional projects, cost benefit and gap analyses, and forego the request for letter of interest process. NPU will benefit from using Black & Veatch because of the institutional knowledge that Black & Veatch brings to the project via the Water Master Plan work. With that knowledge they will be able to complete the analyses faster and more efficiently than any another consultant coming into the project for the first time. Any other engineering firm would need to confirm all the work that has been done to date or start from the beginning. This would add time and cost to the project. The scopes and fees that Black & Veatch has provided are very competitive. NPU recommends forgoing the RLI process and issuing Black & Veatch the reference two work assignments.

EXHIBIT A

SCOPE OF SERVICES CITY OF NORTH PORT UTILITIES WATER SUPPLY COST BENEFIT ANALYSIS

PROJECT DESCRIPTION

Black & Veatch, (Consultant) entered into a Professional Engineering Services – Continuing Services Contracts (Agreement) Contract #2020-58-04 with the City of North Port, Florida (City) on October 13, 2020. Pursuant to this Agreement, North Port Utilities (NPU) has requested that the Consultant provide certain professional services in support of a Water Supply Cost Benefit Analysis (Project) as further detailed in this scope of services.

Consultant will perform a high-level Water Supply Cost Benefit Analysis for evaluation of using and developing NPU owned sources versus relying on the Peace River Manasota Regional Water Supply Authority (Authority) for long-term water supply to the City.

SCOPE OF SERVICES

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

A. Project Management and Coordination: Consultant will perform project management and general administrative duties associated with the Project, including project set- up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing. Consultant will maintain project documentation and project cost accounting systems throughout the project duration including the following:

- Maintain a project filing system throughout duration of the Project to use for storage and retrieval of Project documents.
- Prepare monthly status reports and invoices for engineering services in the format required by the contract. Status reports will include a summary of work completed during the previous month.

Consultant will update the project schedule based upon the notice to proceed (NTP) date and distribute the updated schedule at the project kickoff meeting. The project schedule will identify the following information:

- Key project tasks and deliverables.
- Critical dates for data submission, deliverable reviews, decisions by NPU, meetings and workshops.

Consultant will review, update and submit to NPU the updated Project schedule periodically upon completion of major project elements.

TASK 2 – DATA COLLECTION

- A. Data Collection: Consultant will perform initial data gathering and review of relevant available documents and data from NPU. Consultant has already collected a significant amount of relevant data through previous work assignments and information provided by NPU to date, which will limit the request for additional data at the start of this work assignment. The data required for this assignment shall generally be limited to Operations and Maintenance data including chemical costs, electrical costs, staffing costs, etc.

Consultant will develop a data request list that indicates the data already gathered along with the data request items. The data request list will be submitted to NPU and updated as necessary to support the completion of the initial data gathering process. Consultant staff will review the available documents and data to serve as a basis for the services provided as part of this work assignment.

TASK 3 – EVALUATION FRAMEWORK DEVELOPMENT

- A. Framework: Consultant will develop a framework of evaluation criteria and weights for scoring the two to three water supply alternatives which will include financial and non-financial issues. Consultant will prepare the initial framework and provide to NPU for review and comment. The framework is likely to contain items such as:
- Planning level life cycle costs (\$/1,000 gallons) which includes Capital Costs, Renewal and Replacement Costs and O&M costs. Resilience and Reliability
 - Environmental Stewardship (Including water quality)
 - Social Responsibility
- B. Framework Workshop: To formalize the framework the Consultant will hold a 2-hour, in-person workshop with NPU. Consultant will then complete the framework matrix and send the final version to NPU.

TASK 4 – LIFE CYCLE COST

- A. Life Cycle Cost: Consultant will develop a 30-year life-cycle cost of using NPU owned supplies vs Authority owned supplies. The life cycle cost will review renewal and replacement costs to account for long term maintenance of the existing NPU facilities, capital costs required for expansions to match population growth (limited to the areas where infrastructure exists or will exist during this timeframe) and O&M costs such as chemical costs, staffing requirements and electric costs. The NPU life cycle costs will be compared to the cost/1,000 gallons required by the Authority.

TASK 5 – ALTERNATIVES EVALUATION

- A. Evaluation: Upon completion of the framework and development of the Life Cycle costs, the Consultant will evaluate the two to three water supply alternatives. The evaluation will score each alternative on a 1 to 5 scale for each criteria and the weight scores will be compared to each other to determine the recommended alternative. Upon completion of evaluation the Consultant will conduct a 2-hour, in person workshop to review the results with NPU.
- B. Technical Memorandum: Consultant will then develop a draft Water Supply Cost Benefit Analysis Technical Memorandum to submit to NPU for review and comment. The Consultant will address NPU's comments and submit the Final Water Supply Cost Benefit Analysis Technical Memorandum.

DELIVERABLES

The Consultant shall prepare and submit to NPU, including electronic format when applicable, the following deliverables:

Task	Activity	Deliverable
1.A	Project Management & Coordination	<ul style="list-style-type: none"> • Monthly Invoices • Monthly Status Reports • Project Schedule
2.A	Data Request	Data Request List and Log
3.A	Evaluation Framework Development	Draft and Final Framework Matrix Framework Workshop Meeting Minutes
4.A	Life Cycle Cost	Life Cycle Cost Estimates
5.A	Alternatives Evaluation	Alternatives Evaluation Workshop Meeting Minutes Draft Technical Memorandum Final Technical Memorandum

MEETINGS

A summary of the proposed meetings, teleconferences and workshops is listed in the table below:

Task	Meeting / Teleconference / Workshop	Duration	Format
3.B	Framework Development Workshop	2	In Person
5.A	Alternatives Evaluation Workshop	2	In Person

NPU RESPONSIBILITIES

NPU will provide the following information to the Consultant and / or perform the following services related to the Project:

- NPU will provide review comments within 2 weeks of deliverable submittals
- NPU will provide Consultant with relevant data as requested.
- NPU will make staff available for meetings and workshops as stated in the scope.

ASSUMPTIONS

- Review is limited to only City-Owned Supplies and Authority supplies (new and existing; within the 30-year planning period)
- No evaluations are being done from any other local utility

SUPPLEMENTAL SERVICES

- Comparing more than 3 options.

EXHIBIT B – FEE SCHEDULE

For the Scope of Services described in this Work Assignment, CONSULTANT shall be compensated on a Lump Sum (LS) Basis. Compensation under this Agreement includes services defined in the scope and shall not exceed \$47,008.

FEE SCHEDULE		
TASK	LUMP SUM SERVICES	FEE APPORTIONMENT
1.0	Project Management and Administration	\$3,922
2.0	Data Collection	\$964
3.0	Evaluation Framework Development	\$9,946
4.0	Life Cycle Cost	\$8,896
5.0	Alternatives Evaluation	\$24,616
TOTAL FEE		\$48,344

EXHIBIT C – PROJECT SCHEDULE

PROJECT SCHEDULE				
TASK	DURATION	START DATE	END DATE	
1.0	Project Management and Administration	3 months	11/1/22	2/1/23
2.0	Data Collection	2 weeks	11/1/22	11/15/22
3.0	Evaluation Framework Development	1 month	11/15/22	12/15/22
4.0	Life Cycle Cost	1 month	11/15/22	12/15/22
5.0	Alternatives Evaluation	1.5 months	12/15/22	2/1/23

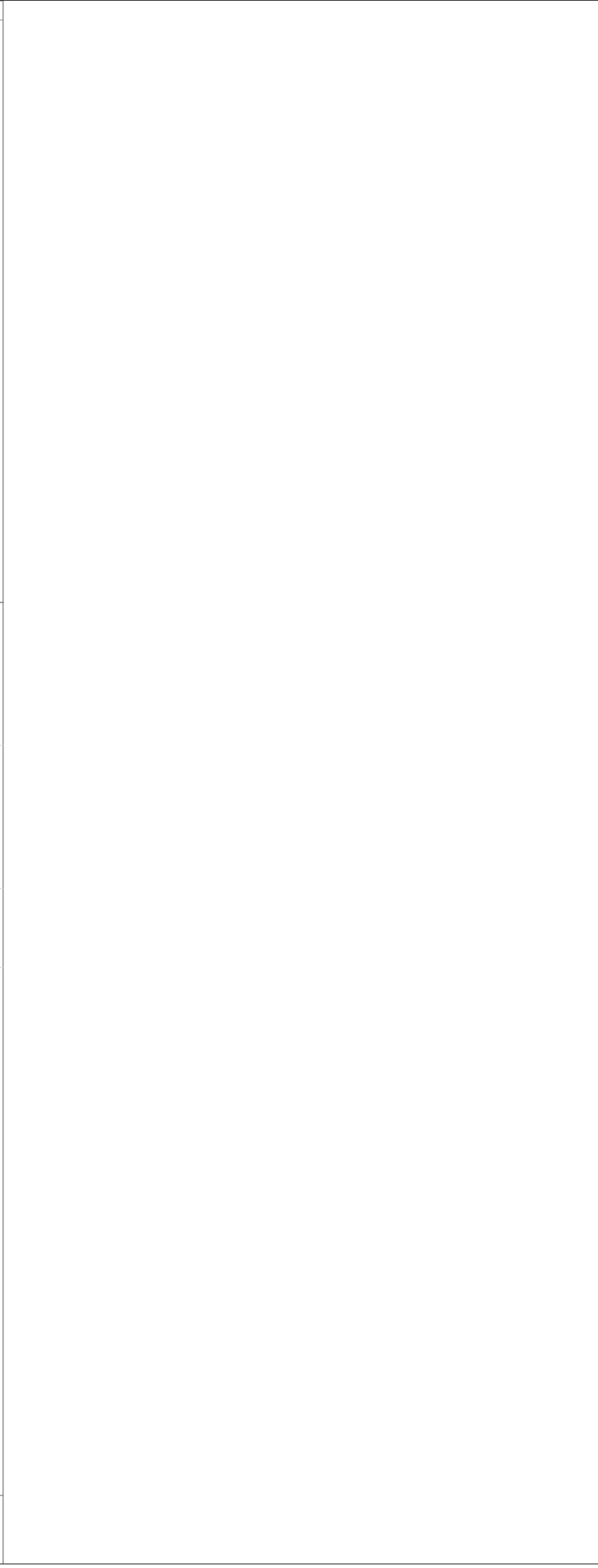
The total project schedule is four months per the Gantt Chart attached.

Contracted hourly rates verified - gd 10/28/22
 Fee extensions & total fee verified by Utilities.

Exhibit B - Fee Schedule

	Project Director	Sr. Project Manager	Project Engineer II	Staff Engineer III	Technical Expert	Engineering Manager	Project Controls	Administrative Assistant	Clerical	Total Hours	Total Labor	Total Fee
	Mark Martin 290	Amanda Schwerman 258	Steve King 186	Rama Pandkar 148	Jo Ann Jackson 277	Adam Feffer 214	132	110	85			
	Hourly Rate:											
Task 1 - Project Management and Administration	2	3	6	0	0	0	6	6	0	23	\$3,922	\$3,922
A Project Management and Coordination	2	3	6				6	6		23	\$3,922	\$3,922
Task 2 - Data Collection	0	0	2	4	0	0	0	0	0	6	\$964	\$964
A Data Collection			2	4						6	\$964	\$964
Task 3 - Framework	0	8	18	24	2	2	0	0	0	54	\$9,946	\$9,946
A Framework		4	12	12	2	2				32	\$6,022	\$6,022
B Framework Workshop		4	6	12						22	\$3,924	\$3,924
Task 4 - Life Cycle Cost	0	0	16	40	0	0	0	0	0	56	\$8,896	\$8,896
A Life Cycle Cost			16	40						56	\$8,896	\$8,896
Task 5 - Alternatives Evaluation	0	12	40	64	8	8	0	0	8	140	\$24,616	\$24,616
A Evaluation		8	24	24	8	8				72	\$14,008	\$14,008
B Technical Memorandum		4	16	40					8	68	\$10,608	\$10,608
TOTAL HOURS	2	23	82	132	10	10	6	6	8	279	\$48,344	\$48,344
TOTAL COST	\$580.00	\$5,934.00	\$15,252.00	\$19,536.00	\$2,770.00	\$2,140.00	\$792.00	\$660.00	\$680.00	279	\$48,344	\$48,344

ID	Task Name	Duration	Start	Finish	November 2022	December 2022	January 2023	February 2023
1	Notice to Proceed	1 day	Tue 11/1/22	Tue 11/1/22	28	29		
2	Task 1 - Project Management and Administration	67 days	Tue 11/1/22	Wed 2/1/23	29	29	29	29
3	Task 2 - Data Collection	11 days	Tue 11/1/22	Tue 11/15/22	29	29		
4	Task 3 - Evaluation Framework Development	23 days	Tue 11/15/22	Thu 12/15/22	29	29		
5	Task 4 - Life Cycle Cost	23 days	Tue 11/15/22	Thu 12/15/22	29	29		
6	Task 5 - Alternatives Evaluation	35 days	Thu 12/15/22	Wed 2/1/23	29	29	29	29



Project: North Port Cost Benefit
Date: Fri 9/2/22

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

**DISCLOSURE FORM FOR
CONSULTANT/ENGINEER/ARCHITECT**

Please select only one of the following three options:

Print Form

Clear All Fields

Our firm has no actual, potential, or reasonably perceived, **financial*** or **other interest**** in the outcome of the project.

Our firm has a potential or reasonably perceived **financial*** or **other interest**** in the outcome of the project as described here:

_____.

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:

Our firm has an actual **financial*** or **other interest**** in the outcome of the project as described here:

_____.

***What does "financial interest" mean?**

If your firm, or employee(s) of your firm working on the project (or a member of the employee's household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm's findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

****What does "other interest" mean?**

If your firm, or employee(s) of your firm working on the project (or a member of the employee's household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm's findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as other interest.

BUSINESS NAME: Black & Veatch Corporation

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Rafael E. Frias III, PE

SIGNATURE:  **DATE:** 10/12/2022

CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

PART I.

- I am an employee, public officer or advisory board member of the City
_____ (List Position or Board)
- I am the spouse or child of an employee, public officer or advisory board member of the City
Name: _____
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____
- Respondent employs or contracts with an employee, public officer or advisory board member of the City
Name: _____
- None of The Above

PART II:

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

BUSINESS NAME: Black & Veatch Corporation

NAME(PERSON AUTHORIZED TO BIND COMPANY): Rafael E. Frias III, PE

SIGNATURE: _____

THIS PAGE MUST BE SUBMITTED WITH WORK ASSIGNMENT

VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

The undersigned Vendor/Consultant/Contractor (Vendor), certifies the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including subcontractors or subconsultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: Black & Veatch Corporation (Vendor's Company Name)

Certified By:  _____
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Rafael E. Frias III, Associate Vice President

Date Certified: 10/12/22